

# PHA Plans

Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## **PHA Plan Agency Identification**

**PHA Name:** Housing Authority of the City of Frederick

**PHA Number:** MD 003001

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/2001

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☒ Other (list below)  
Housing Authority Family Services Center

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)  
Housing Authority Family Services Center

**Annual PHA Plan**  
**PHA Fiscal Year 2001**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

☒ **Standard Plan**

**Streamlined Plan:**

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

The Housing Authority of the City of Frederick has developed this Annual Plan which summarizes its policies and outlines how the organization will work toward the goals set forth in the 5-year plan. The Housing Authority operates 458 units of public housing in five (5) family communities, one (1) community for the elderly, and twelve (12) scattered site units. In addition, the Housing Authority provides rent subsidies for over 400 families through its Section 8 Program.

The mission of the Housing Authority of the City of Frederick is to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. Goals and objectives for the next five years have been identified in furtherance of this mission. In order to work toward the goal of increasing the availability of decent, safe, and affordable housing, over the next year the Housing Authority will endeavor to expand the supply of assisted housing by applying for any available additional rental vouchers and will explore opportunities with regard to leveraging funding sources to create additional affordable housing. The Housing Authority will also continue to work toward the goal of improving the quality of its assisted housing by improving management thereof and increasing the satisfaction of those that we serve.

The Housing Authority will continue to work toward the goal of promoting self-sufficiency among both public housing and Section 8 families. We will continue to implement the Family Self-Sufficiency Program for public housing and Section 8 families, with the goal of attaining full enrollment in the Section 8 Family Self-Sufficiency Program within one year. The Housing Authority will also continue to implement Project ALIVE!, an economic development and self-sufficiency program funded through the Economic Development and Supportive Services (EDSS) program, and will apply for future funding to continue the program under the Resident Opportunities and Self-Sufficiency (ROSS) Program.

The Housing Authority will also continue to work diligently toward the goal of ensuring equal housing opportunity.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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#### **Attachments**

##### **Required Attachments:**

- A Admissions Policy for Deconcentration
- B FY 2001 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- C Section 8 Homeownership Capacity Statement
- D Implementation of Public Housing Resident Community Service Requirements
- E Pet Policy
- F Statement of Progress in Meeting 5-year plan Mission and Goals
- G Resident Membership of the PHA Governing Board
- H Membership of the Resident Advisory Board

##### **Optional Attachments:**

- I PHA Management Organizational Chart

- J FY 2001 Capital Fund Program 5 Year Action Plan  
 K Public Housing Drug Elimination Program (PHDEP) Plan  
 L Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)  
☐ Other (List below, providing each attachment name)

### Supporting Documents Available for Review

| List of Supporting Documents Available for Review |   |  |
|---|---|--|
| Applicable & On Display                           | Supporting Document   | Applicable Plan Component                                    |
| X   | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations  | 5 Year and Annual Plans                                      |
| X   | State/Local Government Certification of Consistency with the Consolidated Plan  | 5 Year and Annual Plans                                      |
| X   | Fair Housing Documentation:<br>Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans                                      |
| X   | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction  | Annual Plan: Housing Needs                                   |
| X   | Most recent board-approved operating budget for the public housing program  | Annual Plan: Financial Resources;                            |
| X   | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]  | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X   | Section 8 Administrative Plan   | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X   | Public Housing Deconcentration and Income Mixing Documentation:<br>1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and<br>2. Documentation of the required deconcentration and income mixing analysis   | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X   | Public housing rent determination policies, including the methodology for setting public housing flat rents   | Annual Plan: Rent Determination                              |

| <b>List of Supporting Documents Available for Review</b> |   |   |
|--|---|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                  |
|  | <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy   |   |
| X  | Schedule of flat rents offered at each public housing development<br><input type="checkbox"/> check here if included in the public housing A & O Policy   | Annual Plan: Rent Determination                   |
| X  | Section 8 rent determination (payment standard) policies<br><input type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Rent Determination                   |
| X  | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)                          | Annual Plan: Operations and Maintenance           |
| X  | Public housing grievance procedures<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy  | Annual Plan: Grievance Procedures                 |
| X  | Section 8 informal review and hearing procedures<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan   | Annual Plan: Grievance Procedures                 |
| X  | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year  | Annual Plan: Capital Needs                        |
|  | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant   | Annual Plan: Capital Needs                        |
| X  | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)  | Annual Plan: Capital Needs                        |
| X  | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing                           | Annual Plan: Capital Needs                        |
|  | Approved or submitted applications for demolition and/or disposition of public housing  | Annual Plan: Demolition and Disposition           |
|  | Approved or submitted applications for designation of public housing (Designated Housing Plans)   | Annual Plan: Designation of Public Housing        |
|  | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing         |
|  | Approved or submitted public housing homeownership programs/plans   | Annual Plan: Homeownership                        |
| X  | Policies governing any Section 8 Homeownership program<br><input type="checkbox"/> check here if included in the Section 8 Administrative Plan  | Annual Plan: Homeownership                        |
|  | Any cooperative agreement between the PHA and the TANF agency   | Annual Plan: Community Service & Self-Sufficiency |
| X  | FSS Action Plan/s for public housing and/or Section 8   | Annual Plan: Community Service & Self-Sufficiency |

| <b>List of Supporting Documents Available for Review</b> |   |   |
|--|---|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                  |
| X  | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports  | Annual Plan: Community Service & Self-Sufficiency |
| X  | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)                       | Annual Plan: Safety and Crime Prevention          |
| X  | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit                         |
|  | Troubled PHAs: MOA/Recovery Plan  | Troubled PHAs                                     |
|  | Other supporting documents (optional)<br>(list individually; use as many lines as necessary)  | (specify as needed)                               |
|  |   |   |

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

| <b>Housing Needs of Families in the Jurisdiction<br/>by Family Type</b> |                |                            |               |                |                            |             |                       |
|---|----------------|----------------------------|---------------|----------------|----------------------------|-------------|-----------------------|
| <b>Family Type</b>  | <b>Overall</b> | <b>Afford-<br/>ability</b> | <b>Supply</b> | <b>Quality</b> | <b>Access-<br/>ibility</b> | <b>Size</b> | <b>Loca-<br/>tion</b> |
| Income <= 30% of AMI  | 1325           | 5                          | 5             | 4              | 1                          | 3           | 3                     |
| Income >30% but <=50% of AMI  | 918            | 5                          | 5             | 3              | 1                          | 2           | 1                     |
| Income >50% but <80% of AMI   | 470            | 3                          | 4             | 1              | 1                          | 1           | 1                     |
| Elderly   | 593            | 4                          | 2             | 1              | 2                          | 1           | 1                     |
| Families with Disabilities  | N/A            | N/A                        | N/A           | N/A            | N/A                        | N/A         | N/A                   |
| African-American  | 548            | N/A                        | N/A           | N/A            | N/A                        | N/A         | N/A                   |
| White   | 2186           | N/A                        | N/A           | N/A            | N/A                        | N/A         | N/A                   |
| Hispanic  | 98             | N/A                        | N/A           | N/A            | N/A                        | N/A         | N/A                   |
|   |                |                            |               |                |                            |             |                       |

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

☒ Consolidated Plan of the Jurisdiction/s

Indicate year: 1995

- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data
- Indicate year:
- ☐ Other housing market study
- Indicate year:
- ☐ Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

| Housing Needs of Families on the Waiting List  |               |                     |                 |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one)  |               |                     |                 |
| <input type="checkbox"/> Section 8 tenant-based assistance                                       |               |                     |                 |
| <input checked="" type="checkbox"/> Public Housing   |               |                     |                 |
| <input type="checkbox"/> Combined Section 8 and Public Housing                                   |               |                     |                 |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) |               |                     |                 |
| If used, identify which development/subjurisdiction:   |               |                     |                 |
|  | # of families | % of total families | Annual Turnover |
| Waiting list total   | 174           |                     | 467             |
| Extremely low income <=30% AMI   | 159           | 91%                 |                 |
| Very low income (>30% but <=50% AMI)   | 15            | 9%                  |                 |
| Low income (>50% but <80% AMI)   | 0             | 0%                  |                 |
| Families with children   | 98            | 56%                 |                 |
| Elderly families   | 10            | 6%                  |                 |
| Families with Disabilities   | 31            | 18%                 |                 |
| African-American   | 80            | 46%                 |                 |
| Caucasian  | 86            | 49%                 |                 |
| Hispanic   | 6             | 3%                  |                 |
| Other  | 3             | 2%                  |                 |



| Housing Needs of Families on the Waiting List   |    |       |  |
|---|----|-------|--|
| Characteristics by Bedroom Size (Public Housing Only)   |    |       |  |
| 1BR   | 67 | 38.5% |  |
| 2 BR  | 57 | 33%   |  |
| 3 BR  | 21 | 12%   |  |
| 4 BR  | 11 | 6%    |  |
| 5 BR  | 8  | 4.5%  |  |
| Elderly waiting list  | 10 | 6%    |  |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>If yes:<br>How long has it been closed (# of months)?<br>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes<br>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes |    |       |  |

| Housing Needs of Families on the Waiting List   |               |                     |                 |
|---|---------------|---------------------|-----------------|
| Waiting list type: (select one)<br><input checked="" type="checkbox"/> Section 8 tenant-based assistance<br><input type="checkbox"/> Public Housing<br><input type="checkbox"/> Combined Section 8 and Public Housing<br><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)<br>If used, identify which development/subjurisdiction: |               |                     |                 |
|   | # of families | % of total families | Annual Turnover |
| Waiting list total  | 368           |                     |                 |
| Extremely low income <=30% AMI  | 329           | 89%                 |                 |
| Very low income (>30% but <=50% AMI)  | 35            | 10%                 |                 |
| Low income (>50% but <80% AMI)  | 4             | 1%                  |                 |
| Families with children  | 275           | 75%                 |                 |
| Elderly families  | 20            | 5%                  |                 |
| Families with   |               |                     |                 |

| Housing Needs of Families on the Waiting List   |     |     |  |
|---|-----|-----|--|
| Disabilities  | 85  | 23% |  |
| African-American  | 174 | 47% |  |
| Caucasian   | 162 | 44% |  |
| Hispanic  | 10  | 3%  |  |
| Other   | 22  | 6%  |  |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>If yes:<br>How long has it been closed (# of months)?<br>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes<br>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes |     |     |  |

### C. Strategy for Addressing Needs

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

- ☒ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government

- ☒ Results of consultation with residents and the Resident Advisory Board  
☐ Results of consultation with advocacy groups  
☐ Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                              |                   |                           |
|---|-------------------|---------------------------|
| <b>Sources</b>  | <b>Planned \$</b> | <b>Planned Uses</b>       |
| <b>1. Federal Grants (FY 2000 grants)</b>   |                   |                           |
| a) Public Housing Operating Fund  | 599,263           |                           |
| b) Public Housing Capital Fund  | 828,025           |                           |
| c) HOPE VI Revitalization   | -0-               |                           |
| d) HOPE VI Demolition   | -0-               |                           |
| e) Annual Contributions for Section 8 Tenant-Based Assistance                         | 3,468,097         |                           |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 215,124           |                           |
| g) Resident Opportunity and Self-Sufficiency Grants                                   | 225,000           |                           |
| h) Community Development Block Grant  | -0-               |                           |
| i) HOME   | -0-               |                           |
| Other Federal Grants (list below)   |                   |                           |
|   |                   |                           |
| <b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>             |                   |                           |
|   |                   |                           |
|   |                   |                           |
|   |                   |                           |
| <b>3. Public Housing Dwelling Rental Income</b>                                       | 821,652           | Public housing operations |
|   |                   |                           |
|   |                   |                           |
| <b>4. Other income (list below)</b>   |                   |                           |
| Non-dwelling rent   | 8,850             | Public housing operations |
| Interest  | 30,047            | Operations                |

| <b>Financial Resources:<br/>Planned Sources and Uses</b> |                   |                                |
|--|-------------------|--------------------------------|
| <b>Sources</b>   | <b>Planned \$</b> | <b>Planned Uses</b>            |
| Miscellaneous income                                     | 66,700            | Public housing operations      |
| <b>4. Non-federal sources</b> (list below)               |                   |                                |
| Governor's Office of Crime Control and Prevention        | 31,600            | Public housing safety/security |
|  |                   |                                |
|  |                   |                                |
| <b>Total resources</b>                                   | 6,294,358         |                                |
|  |                   |                                |
|  |                   |                                |

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe) Based upon the number of actual and anticipated vacancies for a particular bedroom size, letters are sent to the first 5 – 10 persons on the waiting list to verify information. Housing Authority also begins the screening process at that time.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☒ Other (describe) Credit reports to check credit history and past addresses.

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

- e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

## **(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list  
☐ Sub-jurisdictional lists  
☐ Site-based waiting lists  
☐ Other (describe)

- b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office  
☐ PHA development site management office  
☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office  
☐ All PHA development management offices  
☐ Management offices at developments with site-based waiting lists  
☐ At the development to which they would like to apply  
☐ Other (list below)

## **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One  
☐ Two  
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

#### **(4) Admissions Preferences**

a. Income targeting:

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies  
☐ Overhoused  
☐ Underhoused  
☒ Medical justification  
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)  
☐ Resident choice: (state circumstances below)  
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Government Action, Natural Disaster)  
☐ Victims of domestic violence  
☐ Substandard housing



- ☒ Homelessness  
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability  
☒ Veterans and veterans' families  
☒ Residents who live and/or work in the jurisdiction  
☐ Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
☐ Victims of reprisals or hate crimes  
☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

#### 1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Government Action, Natural Disaster)  
 Victims of domestic violence  
 Substandard housing  
 1 Homelessness  
 High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability  
 4 Veterans and veterans' families  
 2 Residents who live and/or work in the jurisdiction  
☐ Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
☐ Victims of reprisals or hate crimes  
 3 Other preference(s) (list below)  
 Disabled Veterans

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

**(6) Deconcentration and Income Mixing**

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site based waiting lists  
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

## **B. Section 8**

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
- ☒ Other (describe below)
- Suggest that landlords do their own screening as they would with anyone on the open market. Housing Authority will provide name, address and phone number of last two (2) landlords if known.

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☐ None
- ☐ Federal public housing
- ☒ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☒ PHA main administrative office
- ☐ Other (list below)

### **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Proven diligent effort to find housing; illness that would prevent applicant from searching for housing; request for lease approval submitted but disapproved.

#### **(4) Admissions Preferences**

a. Income targeting

- ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- 2 Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☒ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan  
☒ Briefing sessions and written materials  
☐ Other (list below)

- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices  
☒ Other (list below)

Direct contacts with agencies representing or working with individuals to which the special purpose Section 8 programs are targeted.

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

###### **(1) Income Based Rent Policies**

- a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

- b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☐ \$26-\$50

2. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

☐ No



2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- ☐ Other (list below)

g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing  
☒ Survey of rents listed in local newspaper

- ☒ Survey of similar unassisted units in the neighborhood  
☐ Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

### **(1) Payment Standards**

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR  
☒ 100% of FMR  
☐ Above 100% but at or below 110% of FMR  
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area  
☐ The PHA has chosen to serve additional families by lowering the payment standard  
☐ Reflects market or submarket  
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area  
☐ Reflects market or submarket  
☐ To increase housing options for families  
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually  
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families  
☒ Rent burdens of assisted families  
☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

### **A. PHA Management Structure**

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.  
☐ A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

| <b>Program Name</b>     | <b>Units or Families Served at Year Beginning</b> | <b>Expected Turnover</b> |
|-------------------------|---|--------------------------|
| Public Housing          | 458   |                          |
| Section 8 Vouchers      |   |                          |
| Section 8 Certificates  |   |                          |
| Section 8 Mod Rehab     |   |                          |
| Special Purpose Section | 50 Mainstream                                     |                          |

|   |                   |  |
|---|-------------------|--|
| 8 Certificates/Vouchers<br>(list individually)        | 100 Desegregation |  |
| Public Housing Drug<br>Elimination Program<br>(PHDEP) | 458               |  |
|   |                   |  |
|   |                   |  |
| Other Federal<br>Programs(list<br>individually)       |                   |  |
|   |                   |  |

### C. Management and Maintenance Policies

(1) Public Housing Maintenance and Management: (list below)

Admissions and Occupancy Policy  
Preventive Maintenance Plan  
Statement of Procurement Policy  
Personnel Manual

(2) Section 8 Management: (list below)

Section 8 Administrative Plan  
Section 8 Procedures Manual

## 6. **PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

### A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office  
☐ PHA development management offices  
☐ Other (list below)

**B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☒ PHA main administrative office
- ☐ Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

**A. Capital Fund Activities**

**(1) Capital Fund Program Annual Statement**

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment "B"

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**(2) Optional 5-Year Action Plan**

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

- b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment "C"

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - ☐ Revitalization Plan under development
  - ☐ Revitalization Plan submitted, pending approval
  - ☐ Revitalization Plan approved
  - ☐ Activities pursuant to an approved Revitalization Plan underway

☒ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

John Hanson Apartments  
Taney Apartments

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

| <b>Demolition/Disposition Activity Description</b>  |
|---|
| 1a. Development name:   |
| 1b. Development (project) number:   |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: (DD/MM/YY)  |
| 5. Number of units affected:  |
| 6. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity:<br>b. Projected end date of activity:   |

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

| Designation of Public Housing Activity Description   |
|--|
| 1a. Development name:  |
| 1b. Development (project) number:  |
| 2. Designation type:<br>Occupancy by only the elderly <input type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with disabilities <input type="checkbox"/> |
| 3. Application status (select one)<br>Approved; included in the PHA’s Designation Plan <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/>                          |
| 4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)  |
| 5. If approved, will this designation constitute a (select one)<br><input type="checkbox"/> New Designation Plan<br><input type="checkbox"/> Revision of a previously-approved Designation Plan?   |
| 6. Number of units affected:   |
| 7. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development   |

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]



**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

**2. Activity Description**

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

| Conversion of Public Housing Activity Description  |
|--|
| 1a. Development name:<br>1b. Development (project) number:   |
| 2. What is the status of the required assessment?<br><input type="checkbox"/> Assessment underway<br><input type="checkbox"/> Assessment results submitted to HUD<br><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)<br><input type="checkbox"/> Other (explain below)   |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)   |
| 4. Status of Conversion Plan (select the statement that best describes the current status)<br><input type="checkbox"/> Conversion Plan in development<br><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway  |
| 5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)<br><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) |

- |  |
|--|
| <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent<br><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units<br><input type="checkbox"/> Other: (describe below) |
|--|

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

| <b>Public Housing Homeownership Activity Description<br/>(Complete one for each development affected)</b> |  |
|---|--|
| 1a. Development name:   |  |
| 1b. Development (project) number:   |  |
| 2. Federal Program authority:   |  |
| <input type="checkbox"/>  | HOPE I   |
| <input type="checkbox"/>  | 5(h)   |
| <input type="checkbox"/>  | Turnkey III  |
| <input type="checkbox"/>  | Section 32 of the USHA of 1937 (effective 10/1/99)         |
| 3. Application status: (select one)   |  |
| <input type="checkbox"/>  | Approved; included in the PHA’s Homeownership Plan/Program |

|  |
|--|
| <input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission:<br>(DD/MM/YYYY)   |
| 5. Number of units affected:   |
| 6. Coverage of action: (select one)  |
| <input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development       |

## B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- ☐ Yes ☒ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

#### b. PHA-established eligibility criteria

- ☒ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

Family has no record of disturbance to neighbors, destruction of property, or living or housekeeping habits at present or prior residences which may adversely affect the health, safety or right to peaceful enjoyment of neighbors.

Family owes no money to the Housing Authority of the City of Frederick.

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (I)]

### **A. PHA Coordination with the Welfare (TANF) Agency**

#### **1. Cooperative agreements:**

- ☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

#### **2. Other coordination efforts between the PHA and TANF agency (select all that apply)**

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☒ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

##### **a. Self-Sufficiency Policies**

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation

- ☒ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

| Services and Programs  |                |  |  |   |
|--|----------------|--|--|---|
| Program Name & Description<br>(including location, if appropriate) | Estimated Size | Allocation Method<br>(waiting list/random selection/specific criteria/other) | Access<br>(development office / PHA main office / other provider name) | Eligibility<br>(public housing or section 8 participants or both) |
| EDSS/ROSS (Project ALIVE!)   | 50             | Waiting list   | Family Services Center   | Both  |
| Family Self-Sufficiency  | 49             | Waiting list   | Main Office  | Both  |
|  |                |  |  |   |
|  |                |  |  |   |
|  |                |  |  |   |
|  |                |  |  |   |
|  |                |  |  |   |
|  |                |  |  |   |
|  |                |  |  |   |
|  |                |  |  |   |

**(2) Family Self Sufficiency program/s**

a. Participation Description

| Family Self Sufficiency (FSS) Participation |  |  |
|---|--|--|
| Program                                     | Required Number of Participants<br>(start of FY 2000 Estimate) | Actual Number of Participants<br>(As of: 10/10/00) |
| Public Housing                              | 12   | 12   |
| Section 8                                   |  |  |

|  |    |    |
|--|----|----|
|  | 37 | 17 |
|--|----|----|

- b. ☐ Yes ☒ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

The Housing Authority recently hired a Family Self-Sufficiency Coordinator to focus on bringing the number of Family Self-Sufficiency Program participants up to the required level.

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - ☐ Informing residents of new policy on admission and reexamination
  - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
  - ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
  - ☐ Other: (list below)

### D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

## **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

### A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

John Hanson Apartments  
Sagner Apartments  
Taney Apartments

## **B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

All

### **C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
  
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

All

### **D. Additional information as required by PHDEP/PHDEP Plan**

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: MD003k01)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]



1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☒ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - ☒ Not applicable
  - ☐ Private management
  - ☐ Development-based accounting
  - ☐ Comprehensive stock assessment
  - ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - ☒ Attached at Attachment "L" (MD003101)

☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☒ The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Additional language was added to the Pet Policy in response to RAB comments. (See Attachment "L")

☐ Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### **3. Description of Resident Election Process**

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations

☐ Other (list)

**C. Statement of Consistency with the Consolidated Plan**

1. Consolidated Plan jurisdiction: (provide name here) The City of Frederick
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)  
Public Housing Drug Elimination Program  
Economic Development and Supportive Services  
Resident Opportunities and Self-Sufficiency  
HOPE VI

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)  
Not applicable

**D. Other Information Required by HUD**

**19. Definition of “Substantial Deviation” and Significant Amendment or Modification**

Substantial Deviation and significant amendment or modification are defined as discretionary changes in the plans or policies of the Housing Authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

**20. Resident Assessment Sub-System (RASS) Follow-up Plan**

The Housing Authority of the City of Frederick’s follow-up plan for improving Resident Service and Satisfaction is included under Tab 9.

**HOUSING AUTHORITY OF THE CITY OF FREDERICK**

**RESOLUTION #455**

**DECONCENTRATION OF POVERTY**

**WHEREAS,** *The Board of Commissioners of the Housing Authority of the City of Frederick, in compliance with the Quality Housing and Work Responsibility Act of 1998, has examined and compared the incomes of households in its public housing communities; and*

**WHEREAS,** *The Board of Commissioners of the Housing Authority of the City of Frederick, on the basis of this examination, has determined that there is no substantial difference in income levels in said public housing communities; and*

**WHEREAS,** *The Board of Commissioners of the Housing Authority of the City of Frederick has determined that the Housing Authority's admissions policies are not in need of modification with regard to deconcentration at this time; and*

**WHEREAS,** *Income levels in the public housing communities will be reviewed annually and appropriate action taken if necessary to achieve deconcentration of poverty.*

**NOW THEREFORE BE IT RESOLVED:**

*By the Board of Commissioners let this resolution be adopted.*

**DONE THIS 28TH DAY OF SEPTEMBER, 1999  
HOUSING AUTHORITY OF THE CITY OF FREDERICK**

**BY: \_\_\_\_\_  
TERESA E. HAM  
SECRETARY/TREASURER**

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number MD06P00350101 FFY of Grant Approval: (09/2001)

☒ Original Annual Statement

| Line No. | Summary by Development Account                            | Total Estimated Cost |
|----------|---|----------------------|
| 1        | Total Non-CGP Funds                                       | -0-                  |
| 2        | 1406 Operations   | -0-                  |
| 3        | 1408 Management Improvements                              | 82,802               |
| 4        | 1410 Administration                                       | 84,485               |
| 5        | 1411 Audit  | -0-                  |
| 6        | 1415 Liquidated Damages                                   | -0-                  |
| 7        | 1430 Fees and Costs                                       | 52,000               |
| 8        | 1440 Site Acquisition                                     | -0-                  |
| 9        | 1450 Site Improvement                                     | 129,160              |
| 10       | 1460 Dwelling Structures                                  | 432,406              |
| 11       | 1465.1 Dwelling Equipment-Nonexpendable                   | 12,000               |
| 12       | 1470 Nondwelling Structures                               | -0-                  |
| 13       | 1475 Nondwelling Equipment                                | -0-                  |
| 14       | 1485 Demolition   | 50,000               |
| 15       | 1490 Replacement Reserve                                  | -0-                  |
| 16       | 1492 Moving to Work Demonstration                         | -0-                  |
| 17       | 1495.1 Relocation Costs                                   | 2,000                |
| 18       | 1498 Mod Used for Development                             | -0-                  |
| 19       | 1502 Contingency  | -0-                  |
| 20       | <b>Amount of Annual Grant (Sum of lines 2-19)</b>         | 844,853              |
| 21       | Amount of line 20 Related to LBP Activities               | -0-                  |
| 22       | Amount of line 20 Related to Section 504 Compliance       | 243,368              |
| 23       | Amount of line 20 Related to Security                     | -0-                  |
| 24       | Amount of line 20 Related to Energy Conservation Measures | -0-                  |

**Annual Statement**

## Capital Fund Program (CFP) Part II: Supporting Table

| Development Number/Name<br>HA-Wide Activities | General Description of Major Work Categories  | Development Account Number | Total Estimated Cost |
|---|---|----------------------------|----------------------|
| MD06003005<br>Sagner – Physical Improvement   | 1) Complete Phase VI renovations to site (conversion from 5 existing yard unit areas to 10 new yard areas). Work to consist of regrading yard areas as necessary, installing sod, plantings, trees, sidewalks and fence, replacing underground water & sewer lines, installing storm drains and inlets, etc.)   | 1450                       | 129,160              |
|   | 2) Complete Phase VI renovations within apartments (conversion from 5 existing 5 bedroom units to 10 new 2 bedroom units). Work to consist of drywall installation, painting, replacement of floor tile, electrical wiring, receptacles, light fixtures, plumbing fixtures & piping, kitchen cabinets, windows – glass only, etc.) 3 will be renovated for handicap mobility impaired and 1 unit for the hearing impaired. Note – all units will be pre-wired for the hearing impaired. | 1460                       | 432,406              |
|   | 3) Purchase and install kitchen appliances in ten (10) units for Phase VI renovations (refrigerators and gas ranges).   | 1465.1                     | 12,000               |
|   | 4) Perform demolition work at five (5) existing units in preparation for Phase VI renovations (includes asbestos abatement).  | 1485                       | 50,000               |
|   | 5) Resident Relocation.   | 1495.1                     | 2,000                |
| HA Wide Management Improvements               | 1) Housing Inspector  |                            | 15,000               |
|   | 2) Resident Initiatives Coordinator   | 1408                       | 42,000               |
|   | 3) Drug Elimination Activities  |                            | 27,485               |
| HA Wide Administration                        | 1) Director of Physical Services Salary   |                            | 36,000               |
|   | 50%   | 1410                       | 31,802               |
|   | 2) Modernization Coordinator Salary   |                            | 15,000               |
|   | 3) Assistant Modernization Coordinator Salary   |                            |                      |
| Fees & Costs                                  | 1) Printing of specifications & drawings for Phase VI Renovations at Sagner Apts.   |                            | 3,000                |
|   |   |                            | 4,000                |
|   | 2) Building Permit – Phase VI Sagner Apts.  | 1430                       | 2,000                |
|   | 3) Advertisement – Bidding procedure for Phase VI – Sagner Renovations  |                            | 43,000               |

|  |  |  |  |
|--|--|--|--|
|  | 4) A/E Fees – Sagner Phase VI Contract<br>Administration and Monitoring of<br>Asbestos Abatement |  |  |
|--|--|--|--|

**Annual Statement****Capital Fund Program (CFP) Part III: Implementation Schedule**

| Development<br>Number/Name<br>HA-Wide Activities | All Funds Obligated<br>(Quarter Ending Date) | All Funds Expended<br>(Quarter Ending Date) |
|--|--|---|
| MD06003005 Sagner<br>Physical<br>Improvements    | 03/31/03                                     | 09/30/04                                    |
| HA Wide<br>Management<br>Improvements            | 03/31/03                                     | 09/30/04                                    |
| HA Wide<br>Administration<br>Costs               | 03/31/03                                     | 09/30/04                                    |
| Fees & Costs                                     | 03/31/03                                     | 09/30/04                                    |



## SECTION 8 HOMEOWNERSHIP PROGRAM CAPACITY STATEMENT

The Section 8 Homeownership Program of the Housing Authority of the City of Frederick has established a minimum homeowner downpayment requirement of at least 3 percent of the purchase price of the home, at least 1 percent of which must come from the family’s resources.

## IMPLEMENTATION OF PUBLIC HOUSING COMMUNITY SERVICE REQUIREMENTS

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement

The following adult family members of tenant families are exempt from this requirement.

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disabled
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare to-work and who are in compliance with that program

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

At the time of each family's reexamination appointment, the Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement, and shall advise all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 04/01/2001. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

The Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions, as well as a list of community service which can be performed in the public housing communities. In addition, the family member may propose his or her own community service plan.

At the first annual reexamination which becomes effective on or after April 1, 2001, and each annual reexamination thereafter, the Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet will require the individual to complete the form and have a supervisor sign and date for each period of work.

At the next annual reexamination appointment, any family with a member who is subject to the community service requirements will be required to furnish the Housing Authority with all applicable time sheets so that the Housing Authority can determine whether each applicable adult family member is in compliance with the community service requirement. At the election of the family member, time sheets may also be submitted to the Authority periodically during the year.

The Housing Authority will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated.

The Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the sametime stay current with that year's community service requirement.

If any applicable family member does not accept the terms of the agreement or does not fulfill their obligation to participate in an economic selfsufficiency program or perform the required community service within the 12-month cure period, the Housing Authority shall take action to terminate the tenancy.

## PET POLICY

The Housing Authority of the City of Frederick has established this policy with regard to pet ownership by residents of its public housing communities. Pets are only allowed in full compliance with this policy. Violation of the Housing Authority pet policy will be grounds for termination of lease.

### 1. REGISTRATION AND APPROVAL OF PET

- A. All pets must be registered with the Housing Authority of the City of Frederick before being brought to reside in the development. The registration must include:
  - 1. A notarized statement naming the person(s) accepting responsibility for the care of the pet in case of owner's illness, hospitalization, or other emergencies when owner is absent.
  - 2. Proof of current license. Every dog and cat must have a City animal license and a valid rabies tag and must wear a tag bearing the owner's name, address, and telephone number.
  - 3. A certificate signed by a licensed veterinarian or a state or local authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable state and local law.
  - 4. A color photograph of each pet is required and shall be retained by the Housing Authority. (No smaller than 3x5).
  - 5. Proof of spaying or neutering.
- B. Residents shall pay a deposit in advance or on the acceptance of said pet in the amount of \$200.00 for each dog and \$150.00 for each cat. This deposit will be deposited in an escrow account and is refundable if no damage is done as verified by the Housing Authority, after the Resident disposes of the pet or moves.
- C. Ownership of pets is subject to the following limitations
  - 1. Limit of one (1) dog or one (1) cat per household.
    - a. Dog not to exceed forty (40) pounds in weight and eighteen (18) inches at shoulder height at full growth. These limitations shall be verified annually or at any time evidence indicates a pet has exceeded these limitations.
    - b. Cats - Domesticated

2. No vicious or intimidating pets will be permitted. Breeds of dogs specifically prohibited under this paragraph are Pit Bulls and Rottweilers.
- D. In order to qualify to obtain a pet under this policy, resident must have a history of responsible tenancy. For this purpose, history of responsible tenancy shall be defined as: good or better ratings on housekeeping inspections in the past year, with no referrals for a housekeeping inspection; no record in past year of disturbances to neighbors, problems with trash removal, or failure to supervise children; and not more than 3 instances of late payment of rent in past year.
- E. The Housing Authority reserves the right to refuse a pet if:
1. The pet is NOT a common household pet.
  2. The keeping of the pet will violate any rule set forth in this policy.
  3. The presence of the pet will constitute a serious threat to another resident of the development.
- F. Additional requirements related to the pet
1. Each dog and cat must be on a leash or in a pet carrier and under full control by their owners anytime they are outside the owner's apartment. Leash must be not longer than four (4) feet. Pets are not allowed on elevators unless no one on the elevator objects to their presence. Non-pet owners shall always have priority use of the elevator. The only exception to this regulation is permitted in the case of dogs which are trained specifically to assist handicapped persons. Such dogs may accompany handicapped pet owners on elevators.
  2. All female dogs and cats shall be spayed and all male dogs and cats neutered. Exceptions may be granted only upon medical certification that permanent harm may result from this procedure.
  3. All family members of the household requesting to obtain a pet must attend a pet ownership class as
  3. All cats must be declawed or have a scratching post.
  4. All fur bearing pets must wear flea collars at all times or provide proof that the pet has had preventive flea treatment on a regular basis as recommended by a veterinarian. This rule must be adhered to for the protection of non-pet residents.

5. Pet owner shall pay a monthly pet fee in the amount of \$10 for a dog and \$5 for a cat. Said pet fees shall be deemed additional rent and collected as such.

## II. OBLIGATIONS OF PET OWNER

- A. Every pet must be re-registered annually with the Housing Authority Management Office at the time of the family's reexamination. Registration requires the following:
  1. Proof of current license.
  2. Recent photograph of pet (no smaller than 3" x 5").
  3. Proof of inoculations received in the previous year.
- B. Residents must display a pet sticker, provided by Management, on the entry door of his or her unit, and on the collar of the pet in a readily visible location.
- C. No pets shall be tied up on the outside of the building or left unattended, at any time on Housing Authority property.
- D. No dog houses will be allowed on the premises. Residents shall not alter their unit to create an enclosure for an animal.
- E. At no time will pets be allowed in the lobbies, community rooms, laundry rooms, basements, and day care centers, except when leaving or entering the building.
- F. Residents are responsible for all damages caused by their pets and by signing this policy accept all liability of the pet. The pet owner is responsible for covering both public liability and bodily injury that may be caused by their pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Housing Authority reserves the right to exterminate and charge the resident.
- G. Residents are responsible for complying with all local, state and federal laws and regulations governing the possession of their pets.
- H. RESIDENT'S PET SHALL NOT INTERFERE WITH THE AUTHORITY'S RESPONSIBILITIES OR OPERATIONS INCLUDING MAINTENANCE AND EXTERMINATION. Residents accept that if pet becomes vicious to a point which threatens the safety of a Housing Authority employee, it may be sprayed with mace for protection of the employee.

## III. CARE AND MAINTENANCE OF PET

- A. Dogs and cats shall not be permitted to excrete anywhere in the building (other than cats using a litter box in residents apartments). Pet owners shall be responsible for immediately removing feces dropped anywhere in the building or on the grounds.
  - 1. Waste must be placed in a sealed bag, tied securely and deposited in the designated trash receptacle.
  - 2. Residents owning a cat must provide a litter box for their cat, and it shall be cleaned on a daily basis, disposing of feces in a proper manner.
  - 3. AT NO TIME WILL PET WASTE BE PLACED IN TRASH CHUTES OR IN TOILETS.
- B. Residents shall take adequate precautions to ensure that the pet and its living quarters are at all times maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.
- C. If pets are left unattended and are creating a nuisance or appear to be uncared for or otherwise unhealthy the Housing Authority may enter to remove the pet and transfer it to the proper Authorities subject to the provisions of Chapter 3 of THE CODE of the City of Frederick, Maryland (1966 Edition as it has been amended and revised). The Housing Authority accepts no responsibilities for pets so removed.
- D. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance behavior for the purposes of this paragraph include, but shall not be limited to:
  - 1. Personal injury or property damage caused by the pet.
  - 2. Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for 2 hour or more to the disturbance of any person at any time of day or night.
  - 3. Pets outside the unit who are not under the complete control of a responsible human companion, and on a hand-held leash or in a pet carrier.
  - 4. Animals who relieve themselves on walls or floors of common areas.
  - 5. Animals who exhibit aggressive or vicious behavior.
  - 6. Pets who are conspicuously unclean or parasite-infested.
- E. If pet poses a nuisance as stated above, which is deemed to interfere with the



peaceful enjoyment of the premises by other residents, owner will remove the pet from the premises if Management so requests within ten (10) days.

#### IV. HEALTH THREATS AND EMERGENCY SITUATIONS

##### A. Health threats to other residents

1. The Housing Authority will not permit the presence of a common household pet to constitute a serious threat to the health of a resident or any member of his or her family. A pet will be deemed to constitute a serious threat to the health of an individual only if the individual (or his/her parent or guardian) has filed with the Housing Authority a certificate signed by a licensed physician indicating that exposure to the pet will cause an allergic reaction that will constitute such a threat to the individual. The certificate must describe the type of exposure (such as direct contact or presence in the same room, elevator or common area), duration of exposure, the types or groups of animals (such as longhaired, fur-bearing animals) or any other information relevant to ascertaining the nature and extent of the circumstances that will cause such a reaction.
2. The Housing Authority will take reasonable measures to ensure that the presence of a pet does not constitute such a threat. These measures may include designating buildings, floors of buildings, or sections of buildings as no-pet areas and may include steps such as requiring residents to move to suitable alternative dwelling units within the development restricting the presence of the pet or types of pets in hallways, elevators and common areas.

##### B. Emergencies

1. If a pet becomes vicious, displays symptoms of severe illness or demonstrates other behavior that constitutes an immediate threat to health or safety of the residents as a whole, the Housing Authority may request the pet owner to immediately remove the pet from the housing development. If the pet owner refuses to remove the pet or if the Housing Authority is unable to contact the pet owner, the Housing Authority may contact the appropriate State or local authority to have the pet immediately removed from the development.
2. If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the Housing Authority may contact the responsible party listed in the pet registration. If attempt has been made to contact the responsible party, but the party is either unwilling or unable to care for the pet, the Housing Authority may contact the appropriate State or local authority

authorized to remove a pet under these circumstances.

V. OTHER RESTRICTIONS

- A. Pets other than those permitted in accordance with this pet policy and the lease shall not be permitted anywhere on the property. No guest will be allowed to bring pets on the premises. Residents will not be allowed to pet sit or house a pet without fully complying with this policy.
- B. Residents shall not feed any stray animals. The feeding or keeping of stray or unregistered animals shall constitute having a pet without permission of the Housing Authority.
- C. Residents may have one (1) aquarium of fish or one (1) cage containing no more than two (2) birds by simply registering same with the Housing Authority office.

### Statement of Progress in Meeting 5-Year Plan Mission and Goals

Mission: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

Goals:

- I. Expand the supply of assisted housing.
  - The Housing Authority has applied for an additional 75 Mainstream Program vouchers for persons with disabilities.
  - The number of Section 8 certificates and vouchers under lease has been increased by approximately 10%.
- II. Improve the quality of assisted housing.
  - Ongoing efforts are being made to increase PHAS and SEMAP scores.
  - A Resident Services office has been developed to provide better services to residents and increase customer satisfaction.
  - Efforts have been concentrated specifically on improving the down time and occupancy aspects of unit turnarounds.
  - Ten (10) units at the Sagner public housing community are being comprehensively renovated through the Comprehensive Grant program.
  - An application was submitted to HUD for a grant under the HOPEVI Revitalization program for John Hanson and Taney Apartments.
- III. Increase assisted housing choices
  - Voucher mobility counseling is provided at all voucher briefing sessions. Voucher holders are counseled individually if they are interested in moving to another unit.
  - The Section 8 Coordinator will perform outreach to managers of the rental communities in Frederick which do not currently accept Section 8. The Director of Finance has spoken at a Board of Realtors meeting to discuss the Section 8 program
- IV. Provide an improved living environment
  - Security cameras have been installed at two (2) public housing communities in locations where drug activity was prevalent.
  - A full-time Community Relations Advisor is working with residents to implement resident patrols in the public housing communities.
- V. Promote self-sufficiency and asset development of assisted households.
  - Number and percentage of employed persons in assisted families has increased from 148 and 47% to 160 and 51% among public housing families in the first six months of this fiscal year.
  - The Housing Authority provides supportive services through the EDSS and ROSS grants, as well as coordinating with local agencies to provide additional services for public housing residents.
- VI. Ensure Equal Opportunity in Housing for all Americans
  - The Section 8 Coordinator is a member of the team established by the City of Frederick to address the local impediments to fair housing choice identified in the Analysis of Impediments.
  - The Housing Authority has established relationships with local advocacy groups to assist in locating accessible housing for Section 8 voucher holders in need of accessible units. In addition, in all public housing communities at least 5% of units, of varying unit sizes, are barrier-free and fully handicap accessible and 2% of units are equipped for the hearing impaired. In the public housing community currently being renovated, all units are being pre-wired for hearing impaired equipment so that it can be added with ease when needed for the resident.

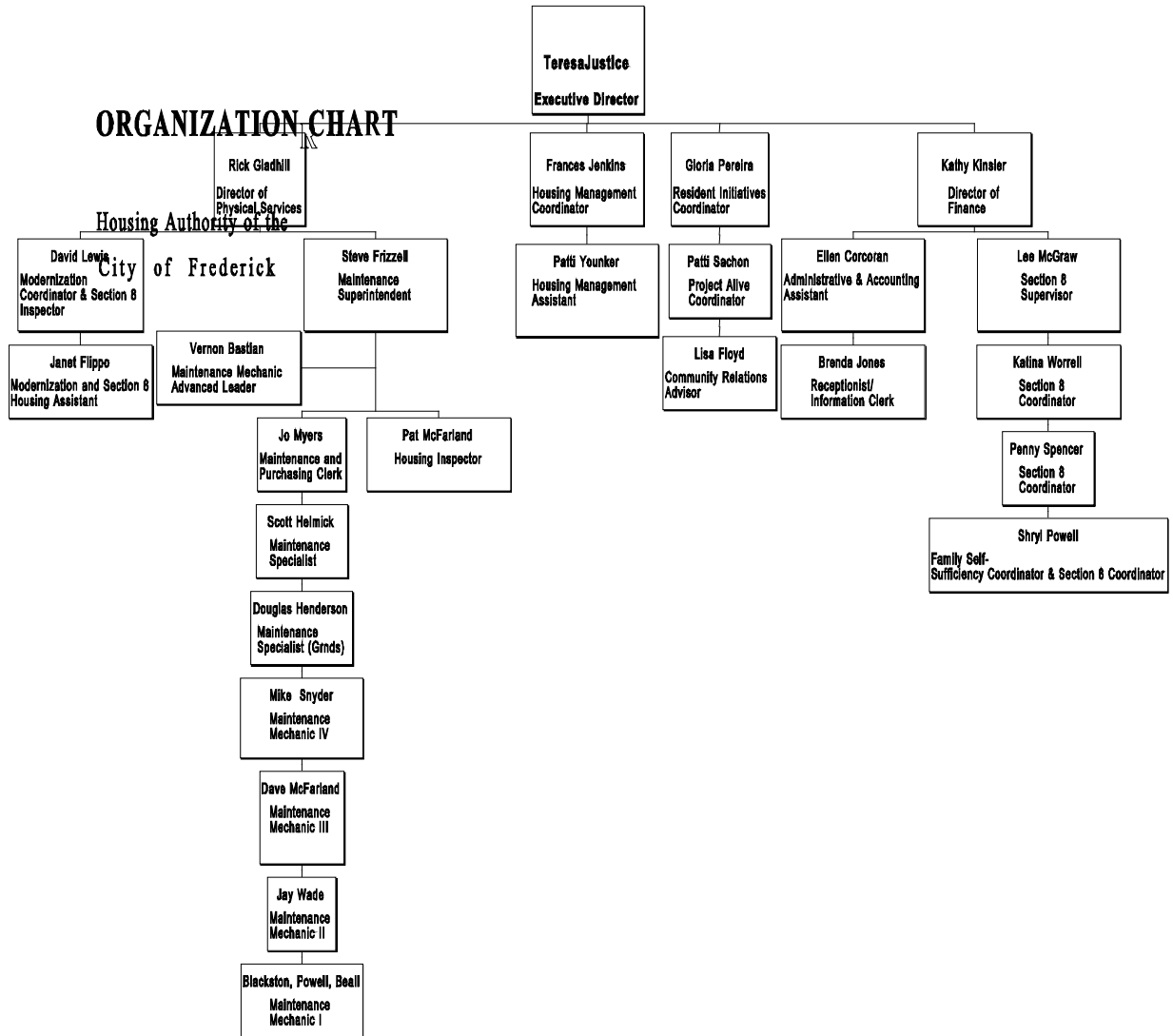
RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD

The resident member of the Housing Authority of the City of Frederick's Board of Commissioners is Janice Dorsey. She was selected by appointment of the Mayor. Her current term of appointment is August 7, 1998 to August 6, 2003.

MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

Current members of the Resident Advisory Board are:

Mary Bowins  
Brenda Tillery  
Toya Foreman  
Dianne Hardiman  
Gwendy Shaw  
Terrina Hairston  
Emetta Smallwood  
Elmer Windsor  
Louie Matheos  
Joann Rollins  
Janice Dorsey  
Thelma Hite  
Mildred Bonavries  
Janie Neiswender  
June Harley  
Carolyn Myers



04/04/00



### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables  |   |                     |                            |                                     |
|---|---|---------------------|----------------------------|-------------------------------------|
| Development Number  | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |                                     |
| MD06003005  | Sagner Apartments                       | 14                  | 16%                        |                                     |
| Description of Needed Physical Improvements or Management Improvements  |   |                     | Estimated Cost             | Planned Start Date (HA Fiscal Year) |
| Completely renovate interior and exterior (including yard areas) of 28 units and underground utility work (this includes conversion of 5 existing 5bedroom units to 10 new 2-bedroom units. |   |                     | \$1,960,000                | 2002 - 2005                         |
| Total estimated cost over next 5 years  |   |                     | \$1,960,000                |                                     |

| Optional 5-Year Action Plan Tables  |   |                     |                            |                                     |
|---|---|---------------------|----------------------------|-------------------------------------|
| Development Number  | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |                                     |
| MD06003002  | Lincoln Apartments                      | 2                   | 4%                         |                                     |
| Description of Needed Physical Improvements or Management Improvements                    |   |                     | Estimated Cost             | Planned Start Date (HA Fiscal Year) |
| Replace existing flat roofs on Bldg. #'s 1, 2 and 4 with truss roof system with shingles. |   |                     | \$240,000                  | 2005                                |
| Total estimated cost over next 5 years  |   |                     | \$240,000                  |                                     |

| Optional 5-Year Action Plan Tables |                  |        |             |
|------------------------------------|------------------|--------|-------------|
| Development                        | Development Name | Number | % Vacancies |



| Number   | (or indicate PHA wide)   | Vacant Units | in Development |                                     |
|--|--------------------------|--------------|----------------|-------------------------------------|
| MD06003006   | Catoctin View Apartments | 1            | 1%             |                                     |
| Description of Needed Physical Improvements or Management Improvements   |                          |              | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Start with some of the items needing to be replaced in conjunction with the comprehensive modernization of apartment units (kitchen cabinet & floor tile replacements, plumbing fixtures, etc. |                          |              | \$233,684      | 2005                                |
| Total estimated cost over next 5 years   |                          |              | \$233,684      |                                     |

| Optional 5-Year Action Plan Tables                                     |   |                     |                            |                                     |
|--|---|---------------------|----------------------------|-------------------------------------|
| Development Number   | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |                                     |
| ---  | HA Wide Management Improvements         | 34                  | 7%                         |                                     |
| Description of Needed Physical Improvements or Management Improvements |   |                     | Estimated Cost             | Planned Start Date (HA Fiscal Year) |
| Housing Inspector  |   |                     | \$80,000                   | 2002 - 2005                         |
| Resident Initiatives Coordinator                                       |   |                     | 160,000                    |                                     |
| Administrative and Maintenance Training                                |   |                     | 30,000                     |                                     |
| Drug Elimination Program   |   |                     | 20,000                     |                                     |
| Calling Card for Success   |   |                     | 320,000                    |                                     |
| Overtime Police Patrols  |   |                     | 120,000                    |                                     |
| Total estimated cost over next 5 years                                 |   |                     | \$730,000                  |                                     |

## Public Housing Drug Elimination Program Plan

### Annual PHDEP Plan Table of Contents:

|    |                             |   |
|----|-----------------------------|---|
| 1. | General Information/History | 1 |
| 2. | PHDEP Plan Goals/Budget     | 2 |
| 3. | Milestones                  | 4 |
| 4. | Certifications              | 4 |

### Section 1: General Information/History

A. Amount of PHDEP Grant \$ 104,984

B. Eligibility type (Indicate with an "x")      N1\_\_\_\_\_ N2\_\_\_\_\_ R X

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

The Housing Authority of the City of Frederick has developed and will continue to implement a multifaceted plan to address the drug problem which plagues its public housing communities. Of the many elements of this plan, only three (3) will be funded through this year's Public Housing Drug Elimination funding. Those two (2) elements are the salary of the Drug Elimination Program Coordinator, funds for our voluntary tenant patrols, and funding to continue the highly successful Calling Card for Success Program. The Drug Elimination Program Coordinator will be responsible for coordinating and implementing appropriate drug elimination programs that address the needs of the public housing residents, and will coordinate all the various components of the drug elimination plan, and will monitor progress and make adjustments when necessary. The tenant patrols will patrol the communities to deter illegal activities and report problems to the Housing Authority, and the Calling Card for Success Program provides educational, motivational and recreational activities for public housing youth.

### E. Target Areas

| PHDEP Target Areas<br>(Name of development(s) or site) | Total # of Units within<br>the PHDEP Target<br>Area(s) | Total Population to<br>be Served within<br>the PHDEP Target<br>Area(s) |
|--|--|--|
| Taney Apartments                                       | 68   | 120  |
| Lincoln Apartments                                     | 50   | 100  |
| Carver Apartments                                      | 60   | 150  |
| John Hanson Apartments                                 | 78   | 256  |
| Sagner Apartments                                      | 90   | 251  |
| Catoctin View Apartments                               | 100  | 105  |
| Scattered Sites  | 12   | 42   |

### F. Duration of Program

6 Months\_\_\_\_\_ 12 Months\_\_\_\_\_ 18 Months X 24 Months\_\_\_\_\_ Other \_\_\_\_\_

## G. PHDEP Program History

| Fiscal Year of Funding | PHDEP Funding Received | Grant #        | Fund Balance as of Date of this Submission | Grant Extensions or Waivers | Anticipated Completion Date |
|------------------------|------------------------|----------------|--|-----------------------------|-----------------------------|
| FY 1996                | 228,000                | MD06DEP0030196 | -0-  |                             |                             |
| FY 1997                | 229,000                | MD06DEP0030197 | 12,471.71                                  |                             | 01/07/2001                  |
| FY 1998                | 137,400                | MD06DEP0030198 | 7,524.78                                   |                             | 01/07/2001                  |
| FY 1999                | 100,733                | MD06DEP0030199 | 40,053.00                                  |                             | 12/31/2001                  |
| FY 2000                | 104,984                | MD06DEP0030100 | 104,984.00                                 |                             | 12/31/2002                  |

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

The Drug Elimination Program Coordinator will be responsible for coordinating and implementing appropriate drug elimination programs that address the needs of the public housing residents, will coordinate all the various components of the drug elimination plan, monitor progress and make adjustments when necessary. The Drug Elimination Program Coordinator position will address all the problems regarding drugs and drug activity in the public housing communities, by developing and implementing programs to eliminate those problems and providing overall coordination of activities. Goals for the Drug Elimination Program Coordinator include: coordinate and implement appropriate drug elimination programs that address the needs of the public housing residents, including those currently being implemented and any additional programs which are determined to be needed; increase an overall sense of community; decrease crime and the perception of crime in the public housing communities; increase positive communication among the public housing residents; provide residents with the tools of empowerment and reduce fear; decrease vandalism and graffiti; improve the overall quality of life in the public housing communities. In addition, the Housing Authority will contract AFC Scholarship Foundation to provide the "Calling Card for Success" program, which provides students with an intensive level of reading instruction as well as recreational activities and incentives. Tenant patrols will be strengthened in the public housing communities, which act as a deterrent to criminal activities as well as foster and increase ownership in the communities by the residents. These factors, combined with other activities and initiatives undertaken by the Housing Authority, will improve the quality of life of the residents of our public housing communities. The effectiveness of the drug elimination activities will be evaluated by the Drug Elimination Program Coordinator and through resident surveys.

### B. PHDEP Budget Summary

| FY <u>2001</u> PHDEP Budget Summary     |                |
|---|----------------|
| Budget Line Item                        | Total Funding  |
| 9110 - Reimbursement of Law Enforcement |                |
| 9120 - Security Personnel               |                |
| 9130 - Employment of Investigators      |                |
| 9140 - Voluntary Tenant Patrol          | 4,984          |
| 9150 - Physical Improvements            |                |
| 9160 - Drug Prevention                  | 100,000        |
| 9170 - Drug Intervention                |                |
| 9180 - Drug Treatment                   |                |
| 9190 - Other Program Costs              |                |
|   |                |
| <b>TOTAL PHDEP FUNDING</b>              | <b>104,984</b> |

## C. PHDEP Plan Goals and Activities

| 9140 - Voluntary Tenant Patrol |  |                   |            |                        | Total PHDEP Funding: \$4,984 |                                |   |
|--------------------------------|--|-------------------|------------|------------------------|------------------------------|--------------------------------|---|
| Goal(s)                        | Goal is to encourage residents to take an active role in community safety.     |                   |            |                        |                              |                                |   |
| Objectives                     | Building captains, patrol participants, communication, meetings, and training. |                   |            |                        |                              |                                |   |
| Proposed Activities            | # of Persons Served  | Target Population | Start Date | Expected Complete Date | PHEDep Funding               | Other Funding (Amount /Source) | Performance Indicators  |
| 1.Resident Patrol Programs     |  |                   | 1/2001     | 12/2001                | 4,984                        |                                | Increased resident participation, increase in communication between residents, police, and housing authority, decrease in perception of crime in public housing |
| 2.                             |  |                   |            |                        |                              |                                |   |
| 3.                             |  |                   |            |                        |                              |                                |   |

| 9160 - Drug Prevention  |   |                                 |            |                        | Total PHDEP Funding: \$100,000 |                                |  |
|---|---|---------------------------------|------------|------------------------|--------------------------------|--------------------------------|--|
| Goal(s)   | To coordinate drug elimination activities; to provide educational and recreational activities for public housing youth.   |                                 |            |                        |                                |                                |  |
| Objectives  | Decrease crime and the perception of crime; decrease vandalism and graffiti; increase positive communication; increase an overall sense of community; provide alternative activities for youth. |                                 |            |                        |                                |                                |  |
| Proposed Activities   | # of Persons Served   | Target Population               | Start Date | Expected Complete Date | PHDEP Funding                  | Other Funding (Amount /Source) | Performance Indicators   |
| 1.Salary of Drug Elimination Coordinator  | 1042  | All residents of public housing | 01/ 2001   | 12/ 2001               | 40,000                         |                                | Employee evaluations, improved community relations, improved resident safety.  |
| 2. Calling Card for Success (Alternatives for Crime Scholarship Foundation, Inc.) | 100   | Public housing youth            | 01/ 2001   | 12/2001                | 60,000                         |                                | Decreased drug involvement and drug-related activities, reduced absenteeism, improved behavior, increase in student achievement. |
| 3.  |   |                                 |            |                        |                                |                                |  |

### **Section 3: Expenditure/Obligation Milestones**

| <b>Budget Line Item #</b>          | <b>25% Expenditure of Total Grant Funds By Activity #</b> | <b>Total PHDEP Funding Expended (sum of the activities)</b> | <b>50% Obligation of Total Grant Funds by Activity #</b> | <b>Total PHDEP Funding Obligated (sum of the activities)</b> |
|------------------------------------|---|---|--|--|
| <i>e.g Budget Line Item # 9120</i> | <i>Activities 1, 3</i>                                    |   | <i>Activity 2</i>  |  |
|                                    |   |   |  |  |
| 9110                               |   |   |  |  |
| 9120                               |   |   |  |  |
| 9130                               |   |   |  |  |
| 9140                               | Activity 1  | 3,500   | Activity 1   | 3,500  |
| 9150                               |   |   |  |  |
| 9160                               | Activity 1 & 2  | 85,000  | Activity 1 & 2   | 95,000   |
| 9170                               |   |   |  |  |
| 9180                               |   |   |  |  |
| 9190                               |   |   |  |  |
|                                    |   |   |  |  |
| <b>TOTAL</b>                       |   | \$ 88,500   |  | \$ 98,500  |
|                                    |   |   |  |  |

### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

## COMMENTS TO THE PHA PLAN

| Comment  | Action to be Taken  |
|--|---|
| Residents of public housing should be able to get a voucher. (This refers to our current preference for those who do not already live in a subsidized unit.) | Once we have caught up on our unit turnarounds, we will consider eliminating this preference.   |
| Regarding the Pet Policy, in order to be allowed to own a pet, a resident should have a history of good housekeeping and responsible tenancy.                | Add the following language to the Pet Policy: In order to qualify to obtain a pet under this policy, resident must have a history of responsible tenancy. For this purpose, history of responsible tenancy shall be defined as: good or better ratings on housekeeping inspections in the past year, with no referrals for a housekeeping inspection; no record in past year of disturbances to neighbors, problems with trash removal, or failure to supervise children; and not more than 3 instances of late payment of rent in past year. |